eLogBook Apprentice User Guide

For Electrical Apprentices (UEE30807)

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What you will learn in this presentation

This presentation will cover the following topics:

- What is involved in an Electrotechnology Apprenticeship.
- Why is eLogBook important to the process of training an Electrotechnology Apprentice.
- How an Apprentice collates a weekly summary of work.
- How do I log on to eLogBook.
- How do I navigate eLogBook.
- How do I enter the weekly summary of work to be verified by my employer.
- How do I edit a previously submitted weekly summary of work or a rejected card if I have made a mistake.
- How do I re-submit my amended weekly summary.
- What is meant by the status of a card.
- Where do I get further information on eLogBook.

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Background

An Electrotechnology apprenticeship is a complex training process that will take you from being a person with no skills or experiences in Electrotechnology and turn you into a qualified and licensed Electrotechnology worker.

This process usually takes around 4 years to complete.

To achieve your goal of completing your Electrotechnology apprenticeship, you will need to complete the following elements:

1. Attend and pass all of your college training (off job component)
2. Develop a profile of relevant work experiences (on job component)
3. Successfully complete an Electrical Safety Final Assessment (commonly referred to as the *Capstone* assessment).

When all three of these elements are complete, you will be finished your Electrotechnology apprenticeship and you will receive a qualification and be eligible to apply for an Electrical Work Licence.

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Where does the eProfiling eLogBook fit into the apprenticeship structure?

As discussed in the previous slide, there are 3 elements to the apprenticeship:

1. Attend and pass all of your college training (off job component)
2. **Develop a profile of relevant work experiences (on job component)**
3. Successfully complete an Electrical Safety Final Assessment (commonly referred to as the Capstone assessment).

- The eProfiling eLogBook system has been designed to collect information against the second element of the apprenticeship – *Develop a profile of relevant work experiences*.
- eLogBook records your work experiences every week and once verified by your supervisor, compiles them into reports for your Training Provider (TAFE College or Industry Skills Centre) indicating your progress on the job against national criteria.
- Your training provider uses this information in conjunction with your college training results to make a judgment on your competence.

- eLogBook is a critical element of the apprenticeship which apprentices are responsible for maintaining.

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How do I record my on the job work activities?

- To do this, you will need to summarise and record your weekly work.
- The following slides will show a typical week of work undertaken by an apprentice, and how the summary of work is collated.
- Once the weekly summary is collated you can record the information onto eLogBook.
- As you progress through your apprenticeship your Training Provider will monitor your progress and report to you and your employer on how you are progressing.

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Sample week of work for an Electrical Apprentice

- Work breakdown for entry into eLogBook

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Monday

- Prior to beginning the job, the tradesperson and I did a job safety assessment and ensured that we could do the job correctly and that we had the correct PPE for the job.

Job 1 – Installation of a wall heater

- I carried out the following work while working under the direct supervision of a tradesperson:
  - I Installed a 2 kW wall mounted fan heater. I ran a new circuit from the switchboard using thermoplastic sheathed flat cable. Non-metallic conduit and clips where used to support the cabling. I tested the performance characteristics of the heater and explained to the customer how to use the heat pump.

My summary of work for Monday

Work Area	Element	Supervision	Time
Install support / protection	carried out	direct	2
Install / terminate LV cables	carried out	direct	2
Test apparatus / circuits	carried out	direct	1
Install apparatus	carried out	direct	2

Work Practices

- Electrical safe work practice eg. Risk assessment
- OHS practice eg. PPE / safety equipment

Supplementary Work

- Dealing with customer inc. reporting

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Tuesday

- Prior to beginning the job, the tradesperson and I did a job safety assessment and ensured that we could do the job correctly and that we had the correct PPE for the job.

Job 1 – Data cable run

- I carried out the all the following while under the direct supervision of a tradesperson:
  - I assisted the tradesperson to place a run of cat 6 cable on existing cable tray.

Job 2 – Fitted off in a shop – switchboard, refrigeration and accessories

- I carried out the following while under the direct supervision of a tradesperson:
  - I terminated wiring in the main switchboard and connected wiring to a refrigerator compressor unit. (TPS sheathed flat cable)
  - I fitted off down lights and socket outlets
  - I tested electrical circuits and the refrigeration system. The tests that were carried out included polarity, insulation, continuity and performance characteristics.

My summary of work for Tuesday

Work Area	Element	Supervision	Time
Install / terminate LV cables	carried out	direct	2
Install network comms cables	carried out	direct	2
Test apparatus / circuits	carried out	direct	1
Install apparatus	carried out	direct	3

Work Practices

- Electrical safe work practice eg. Risk assessment
- OHS practice eg. PPE / safety equipment

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Wednesday

- Prior to beginning the job, the tradesperson and I did a job safety assessment and ensured that we could do the job correctly and that we had the correct PPE for the job.

Job 1 – Installed and wired a fan heater

- I carried out the following while working under the direct supervision of a tradesperson:
  - I installed a heater and wiring. 4mm^2 TPS flat cable was used. The cable was protected by non-metallic conduit and cable clips where used for unenclosed support.

Job 2 – Installed a ticket system at a supermarket deli

- I carried out the following while working under the direct supervision of a tradesperson:
  - I mounted and connected a digital display unit and control unit. Non-metallic conduit was used to support multi cored circular cable.

Job 3 – Rewired a domestic lighting circuit

- I carried out the following while working under the direct supervision of a tradesperson:
  - I was called in to fix a light circuit in an old cottage. I found the cable to be an open circuit. I re-wired the light circuit.

My summary of work for Wednesday

Work Area	Element	Supervision	Time
Install support / protection	carried out	direct	2
Install / terminate LV cables	carried out	direct	2
Test apparatus / circuits	carried out	direct	1
Install apparatus	carried out	direct	2
Diagnose / rectify faults app/circuits	carried out	direct	1

Work Practices

- Electrical safe work practice eg. Risk assessment
- OHS practice eg. PPE / safety equipment

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Thursday

- I attended College.

My summary of work for Thursday

Work Area	Time
Off job training – attended TAFE.	8

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Friday

- Prior to beginning the job, the tradesperson and I did a job safety assessment and ensured that we could do the job correctly and that we had the correct PPE for the job.

Job 1 Repair, rewire and install industrial lighting

- I carried out the following while working under the direct supervision of a tradesperson:
  - I was called out to a factory where I found all the high bay lights inoperative. I performed electrical tests and determined that the circuit was down to earth.
  - I found and replaced damaged armoured cable. When the circuit was re-energised I found that one light was still inoperative. I found a blown capacitor in one of the high bay lights.
  - While at the site I was asked to install an additional two new 1500 Watt floodlights. I installed a new circuit using thermoplastic sheathed circular cable supported by metallic conduit.

My summary of work for Friday

Competency	Element	Supervision	Time
Install support / protection	carried out	direct	2
Install / terminate LV cables	carried out	direct	1
Test apparatus / circuits	carried out	direct	2
Install apparatus	carried out	direct	2
Diagnose / rectify faults app/circuits	carried out	direct	1

Work Practices

- Electrical safe work practice eg. Risk assessment
- OHS practice eg. PPE / safety equipment

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Week summary

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Install Support/Protection	Carried Out	Direct		2		2		2		6	non-metallic conduit, unenclosed support eg. clips and ties, metallic conduit
Install/Terminate LV Cables	Carried Out	Direct		2	2	2		1		7	thermoplastic sheathed circular, thermoplastic sheathed flat, armoured cables
Install/Term extra LV Cables											
Test Apparatus/Circuits	Carried Out	Direct		2	1	1		2		6	performance, polarity, insulation, continuity
Fault Find – Electrical	Carried Out	Direct				1		1		2	Circuits-wiring; eg. open short
Install Apparatus	Carried Out	Direct		2	3	2		2		9	heating, fixed accessories; eg. socket outlets, lighting
Service / Fabricate / Repair apparatus											
Install Network Comms Cables	Carried Out	Direct			2					2	structured twisted pair
Explosion Protected Equipment											
Refrigeration – Air Con											
Assembly											
Instrumentation											
Leave											
Off Job Training (College)							8			8	
Work Practices	Electrical safe work practice eg Risk assessment, OHS practice eg PPE/safety equipment										
Supplementary Work	Dealing with customers inc reporting										

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What do I do next?

- Now that we have collated your work experiences for the week, we need to input the data into a ‘virtual card’ in eLogBook.

- The card terminology is a carry over from the original eProfiling system that used a single paper card to record the weekly summary.

- Now we will go to the eProfiling website, logon to eLogBook and submit the information from the weekly summary.

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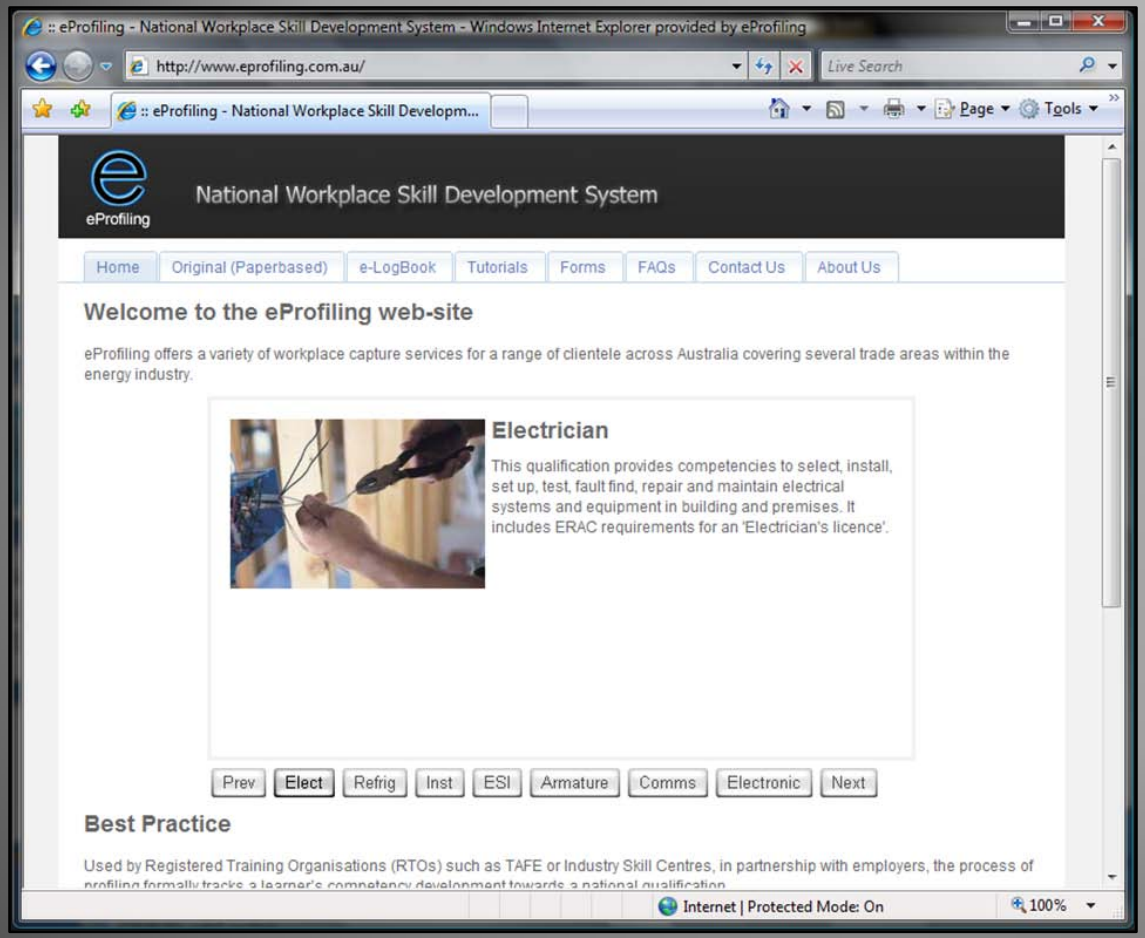
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Live Search
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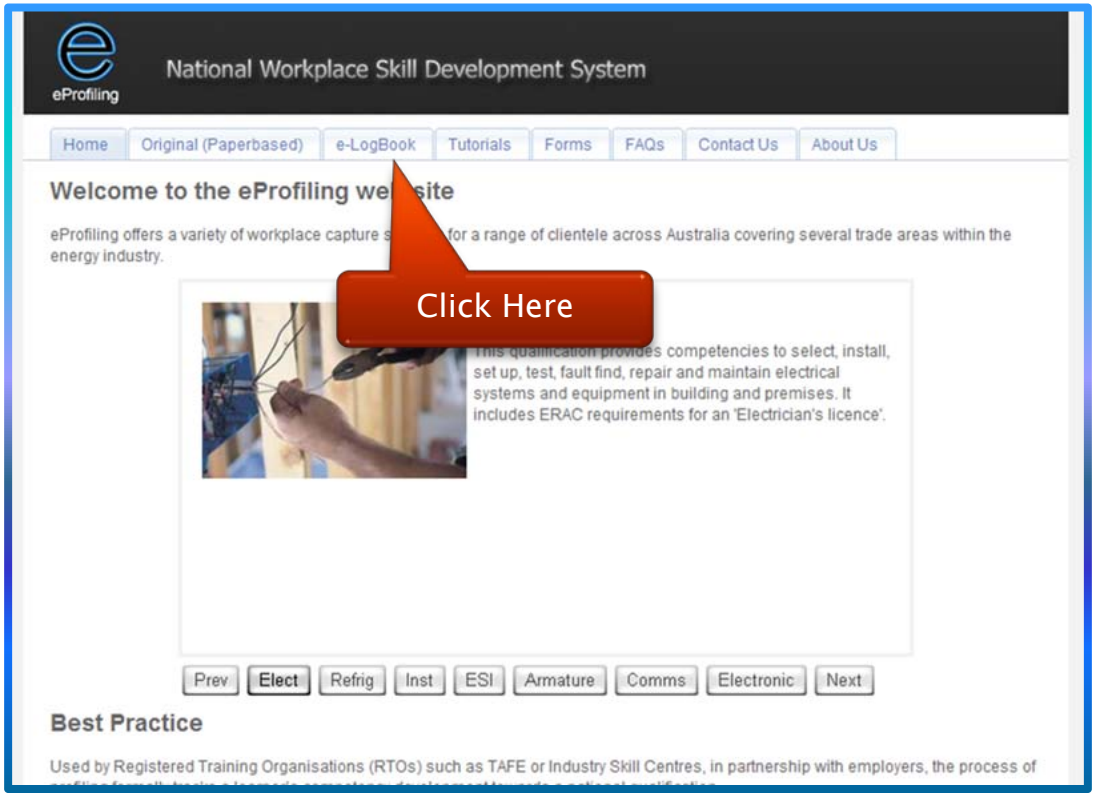
About Us
Welcome to the eProfiling web-site
eProfiling offers a variety of workplace capture services for a range of clientele across Australia covering several trade areas within the energy industry.
Electrician
This qualification provides competencies to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in building and premises. It includes ERAC requirements for an 'Electrician's licence'.
Prev
Elect
Refrig
Inst
ESI
Armature
Comms
Electronic
Next
Best Practice
Used by Registered Training Organisations (RTOs) such as TAFE or Industry Skill Centres, in partnership with employers, the process of
Internet | Protected Mode: On
100%

eProfiling Website »

http://www.eprofiling.com.au

eProfiling website

- The eProfiling home page contains up to date administrative details such as FAQs, forms and contact details. It also contains copies of these tutorials for your information.
- To access the database click on the ‘e-LogBook’ tab.


National Workplace Skill Development System
eProfiling
Home
Original (Paperbased)
e-LogBook
Tutorials
Forms
FAQs
Contact Us
About Us
Welcome to the eProfiling we site
eProfiling offers a variety of workplace capture s for a range of clientele across Australia covering several trade areas within the energy industry.
Click Here
This qualification provides competencies to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in building and premises. It includes ERAC requirements for an 'Electrician's licence'.
Prev
Elect
Refrig
Inst
ESI
Armature
Comms
Electronic
Next
Best Practice
Used by Registered Training Organisations (RTOs) such as TAFE or Industry Skill Centres, in partnership with employers, the process of

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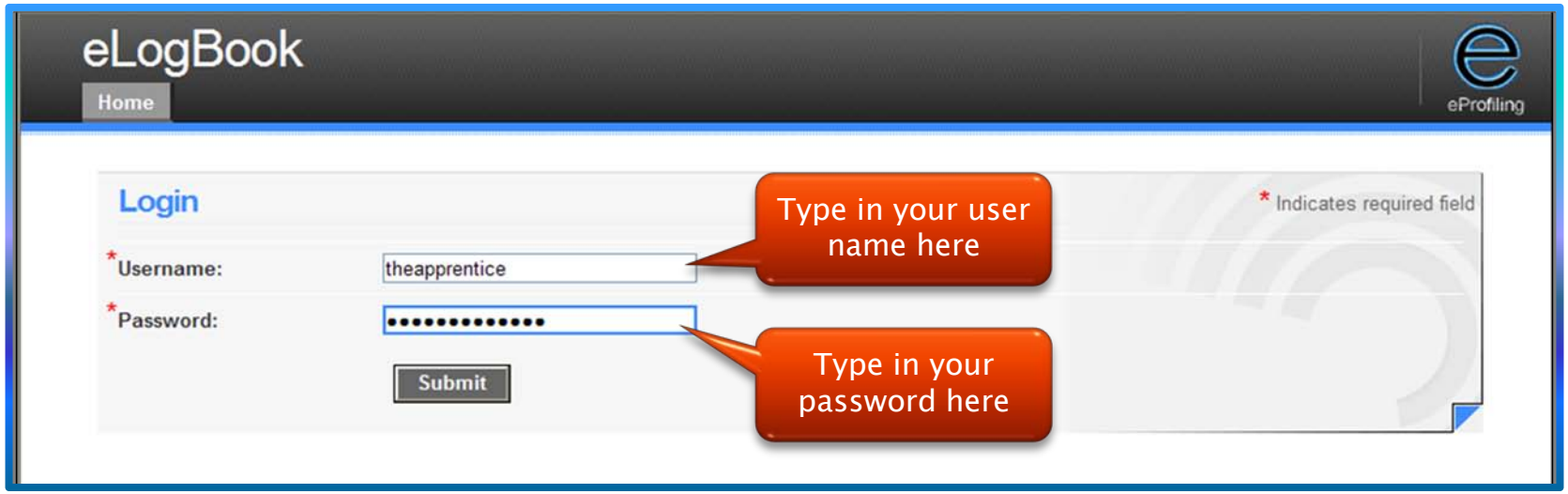
Logging on

- The next step is to log on to the system. Enter your user name and password here.
- You will receive your user name and password from your Training Provider (TAFE College or Industry Skills Centre).



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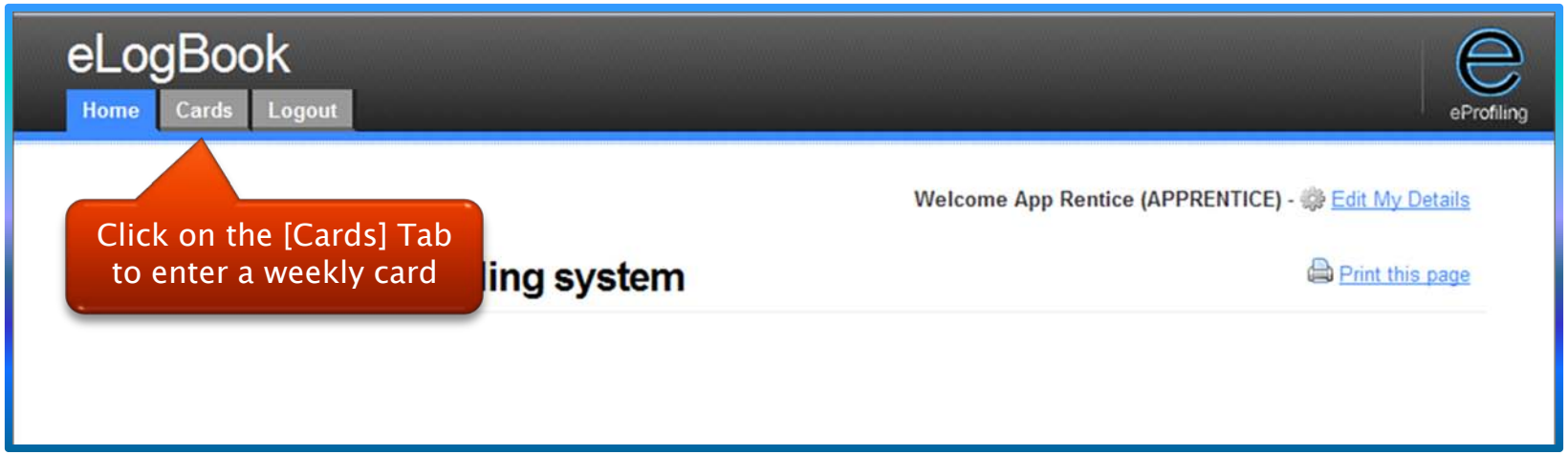
eLogBook front page

- You are now logged onto eLogBook. Notice that the system welcomes you personally.
- To enter a card you need to click on the [Cards] Tab.



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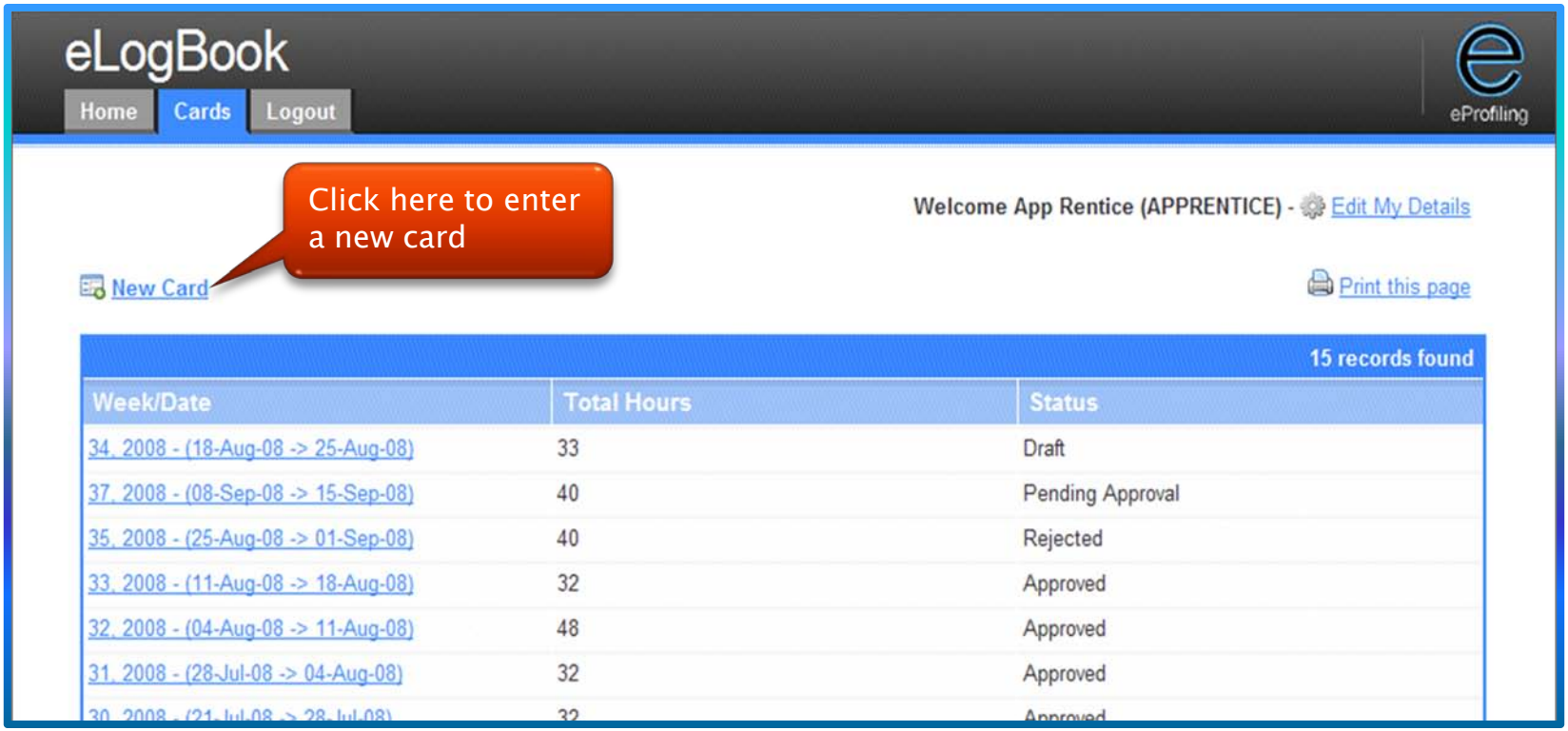
New card

- To enter a card you will need to click on [New Card].



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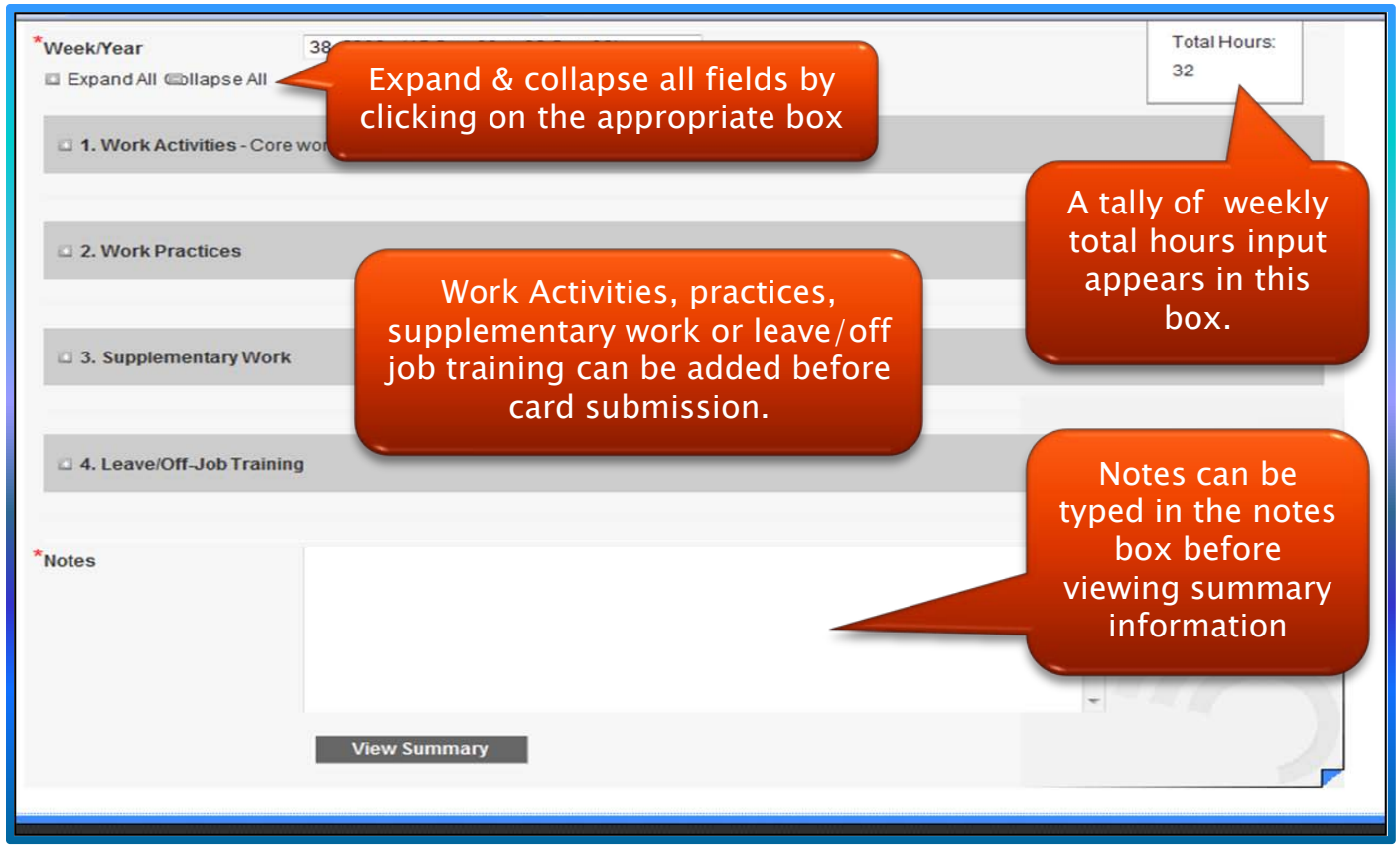
Card features

- Please note you can expand or collapse all fields.
- Data should be entered by completing one of the appropriate fields.
- There is also a notes field so details of jobs can be kept or information can be relayed and recorded to your supervisor.


*Week/Year
Expand All
Collapse All
Total Hours:
32
1. Work Activities - Core wor
2. Work Practices
3. Supplementary Work
4. Leave/Off-Job Training
*Notes
View Summary
Expand & collapse all fields by clicking on the appropriate box
A tally of weekly total hours input appears in this box.
Work Activities, practices, supplementary work or leave/off job training can be added before card submission.
Notes can be typed in the notes box before viewing summary information

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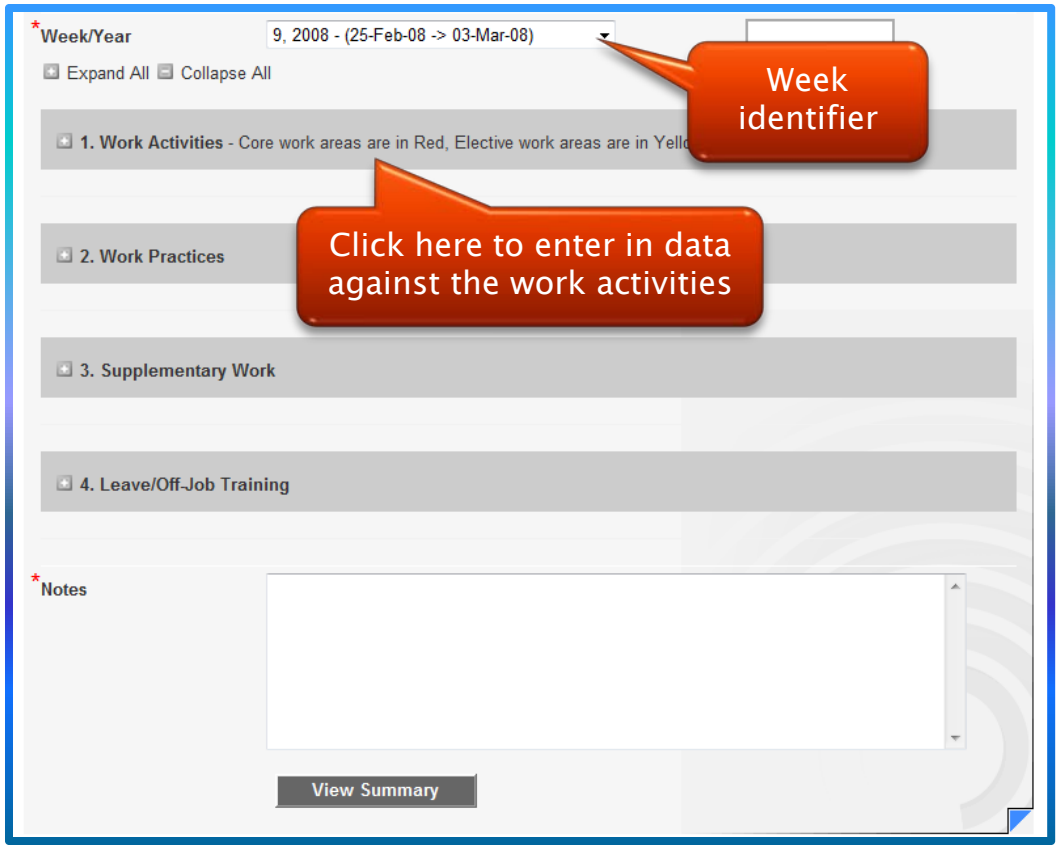
Entering data

- Looking back at our weekly summary table, you can see the work we need to record. You will notice that in our summary we have registered work against the work activities, the work practices and supplementary work.
- Click on the drop down menu for a list of weeks not yet submitted.
- The earliest week required appears in the week box. You need to ensure that the data you enter is against the correct week.
- Click the correct week.
- Next we will begin our data entry with the Work Activities.
- Click anywhere on the grey bar to expand.


*Week/Year
9, 2008 - (25-Feb-08 -> 03-Mar-08)
Expand All
Collapse All
Week identifier
1. Work Activities - Core work areas are in Red, Elective work areas are in Yell
2. Work Practices
Click here to enter in data against the work activities
3. Supplementary Work
4. Leave/Off-Job Training
*Notes
View Summary

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Entering Data

- Adding details for each work activity

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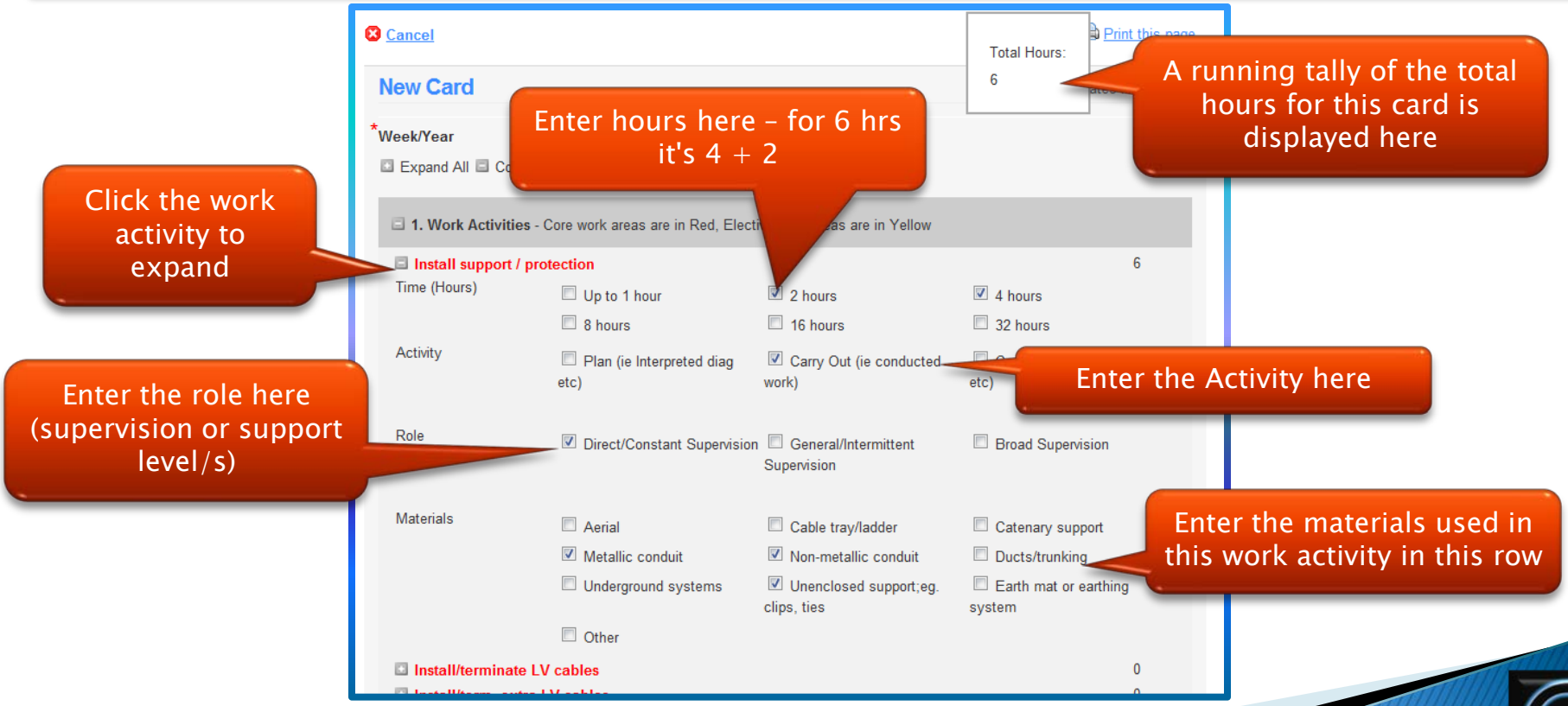
Install Support Protection

- Enter the data by clicking on the fields as shown.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Install Support/Protection	Carried Out	Direct		2		2		2		6	non-metallic conduit, unenclosed support eg. clips and ties, metallic conduit



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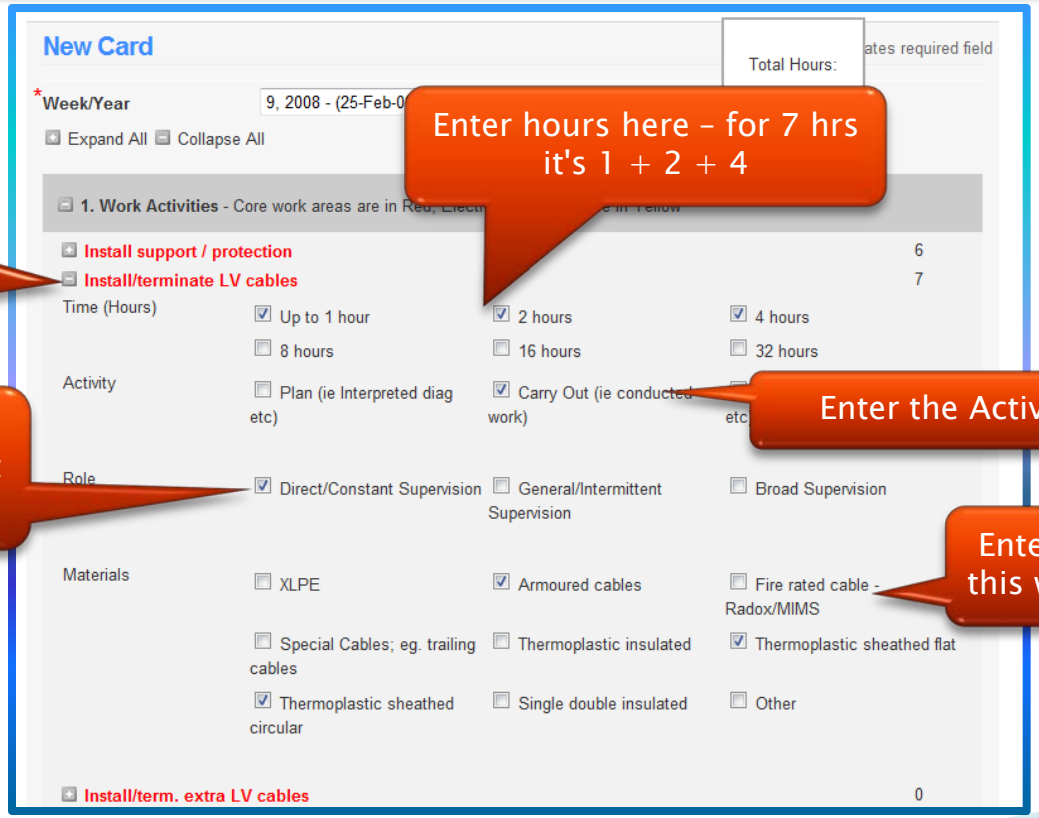
Install/Terminate LV Cables

- Enter the data by clicking on the fields as shown.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Install/Terminate LV Cables	Carried Out	Direct		2	2	2		1		7	thermoplastic sheathed circular, thermoplastic sheathed flat, armoured cables



Enter hours here – for 7 hrs it's 1 + 2 + 4

Click the work activity to expand

Enter the role here (supervision or support level/s)

Enter the Activity here

Enter the materials used in this work activity in this row

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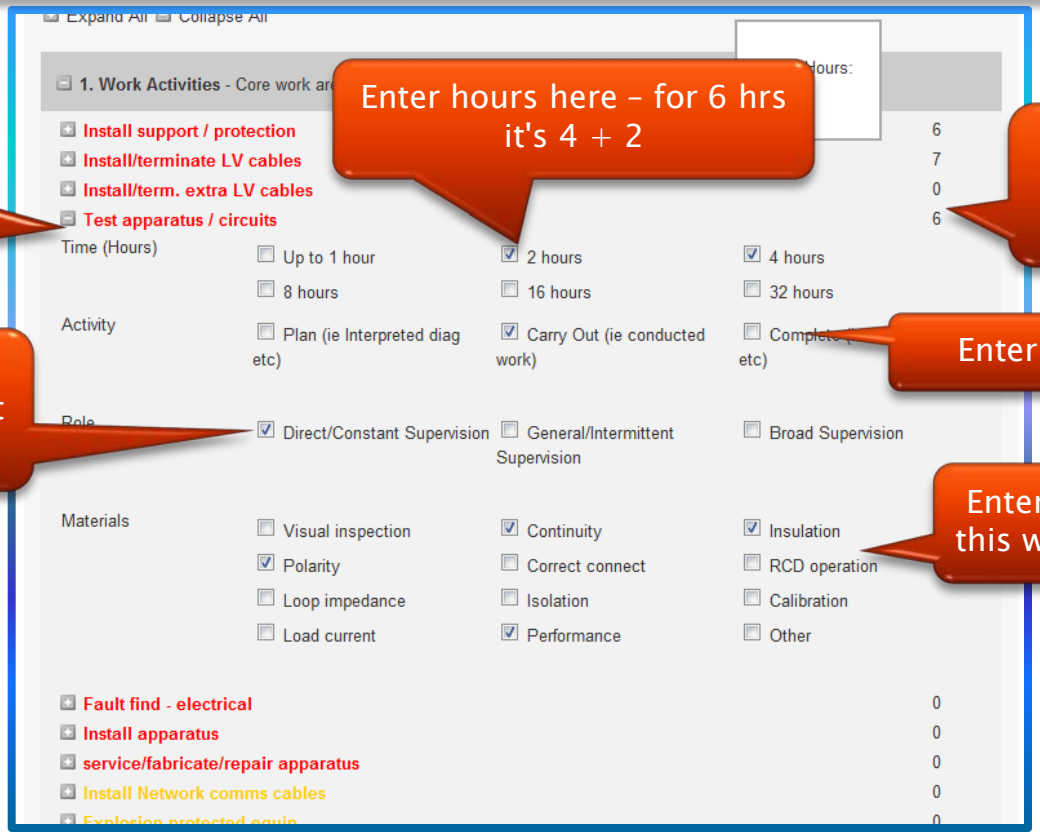
Test Apparatus/Circuits

- Enter the data by clicking on the fields as shown.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Test Apparatus/Circuits	Carried Out	Direct		2	1	1		2		6	performance, polarity, insulation, continuity



Click the work activity to expand

Enter hours here – for 6 hrs it's 4 + 2

The hours for each work activity is displayed here

Enter the role here (supervision or support level/s)

Enter the Activity here

Enter the materials used in this work activity in this row

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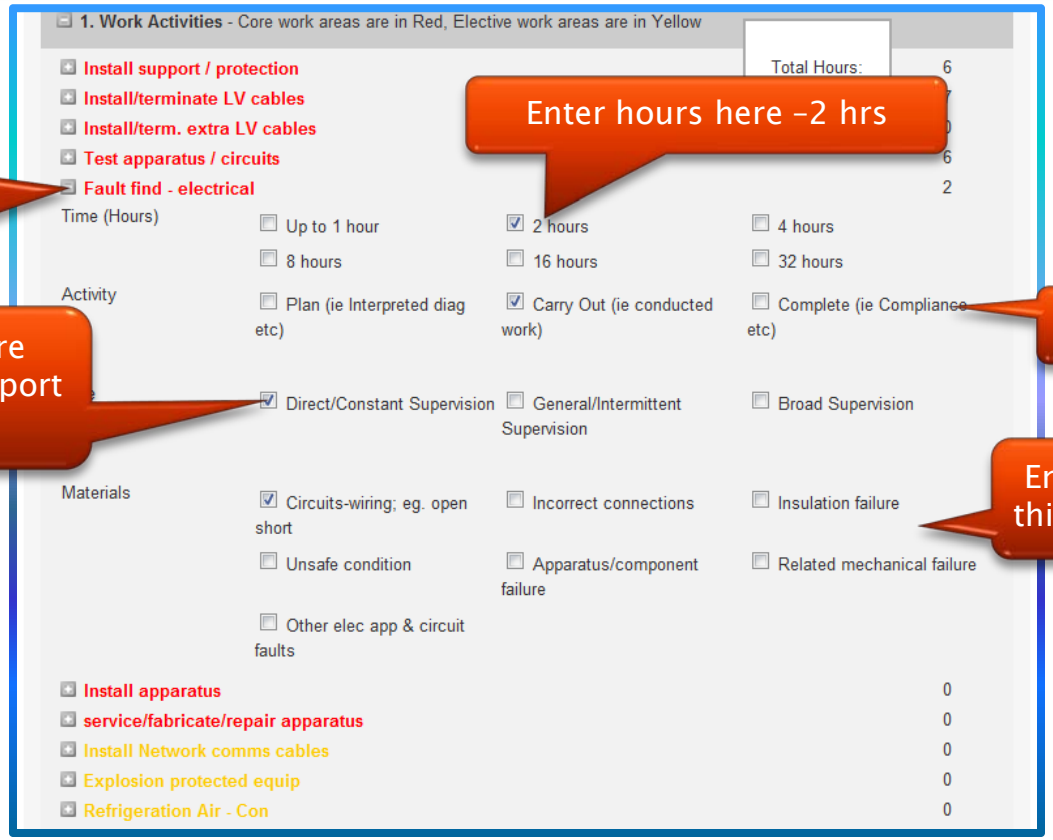
Fault Find – Electrical

- Enter the data by clicking on the fields as shown.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Fault Find – Electrical	Carried Out	Direct				1		1		2	Circuits-wiring; eg. open short



Click the work activity to expand

Enter hours here –2 hrs

Enter the role here (supervision or support level/s)

Enter the Activity here

Enter the materials used in this work activity in this row

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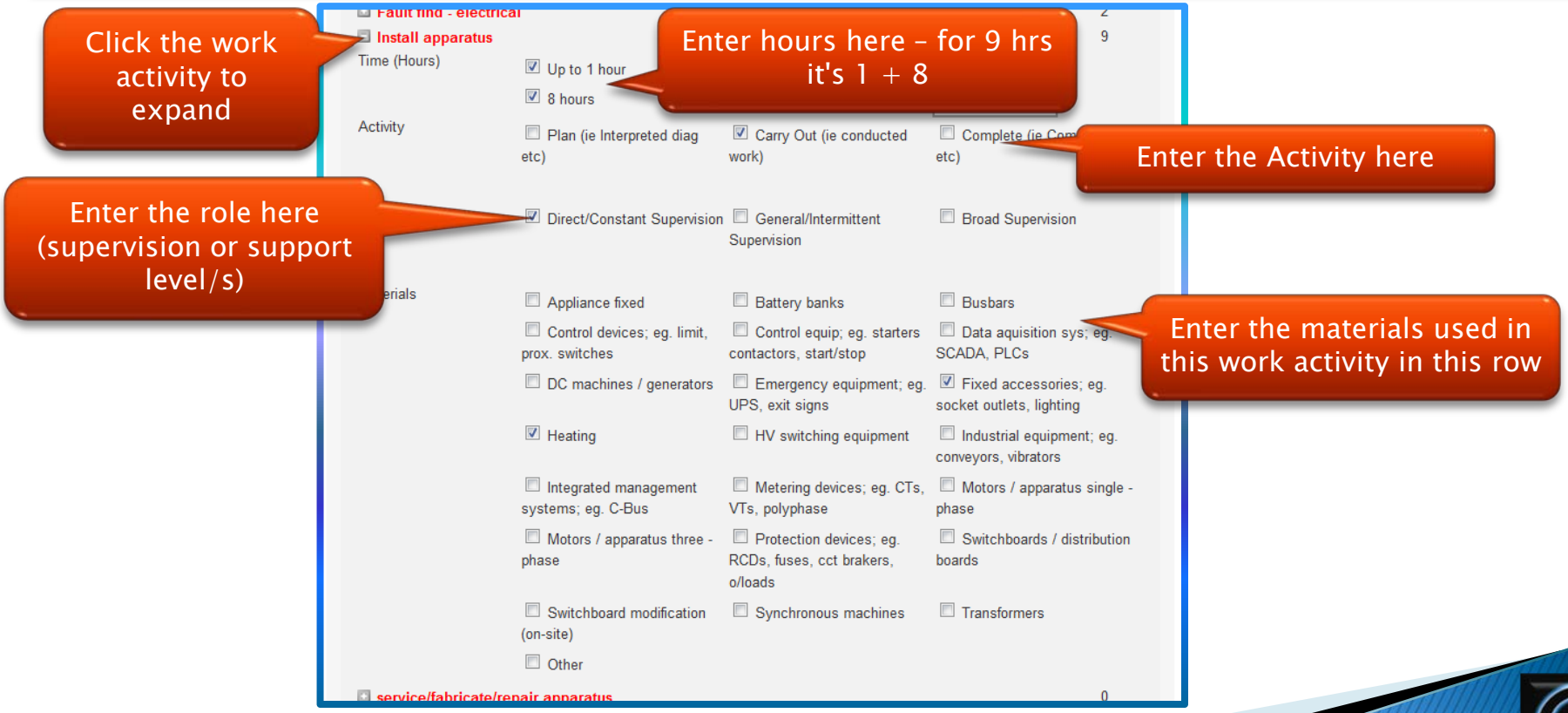
Install Apparatus

- Enter the data by clicking on the fields as shown.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Install Apparatus	Carried Out	Direct		2	3	2		2		9	heating, fixed accessories; eg. socket outlets, lighting


Click the work activity to expand
Enter hours here – for 9 hrs it's 1 + 8
Enter the Activity here
Enter the role here (supervision or support level/s)
Enter the materials used in this work activity in this row
Fault find - electrical
Install apparatus
9
Time (Hours)
Up to 1 hour
8 hours
Activity
Plan (ie Interpreted diag etc)
Carry Out (ie conducted work)
Complete (ie Com etc)
Direct/Constant Supervision
General/Intermittent Supervision
Broad Supervision
erials
Appliance fixed
Battery banks
Busbars
Control devices; eg. limit, prox. switches
Control equip; eg. starters contactors, start/stop
Data aquisition sys; eg. SCADA, PLCs
DC machines / generators
Emergency equipment; eg. UPS, exit signs
Fixed accessories; eg. socket outlets, lighting
Heating
HV switching equipment
Industrial equipment; eg. conveyors, vibrators
Integrated management systems; eg. C-Bus
Metering devices; eg. CTs, VTs, polyphase
Motors / apparatus single - phase
Motors / apparatus three - phase
Protection devices; eg. RCDs, fuses, cct brakers, o/loads
Switchboards / distribution boards
Switchboard modification (on-site)
Synchronous machines
Transformers
Other
service/fabricate/repair apparatus
0

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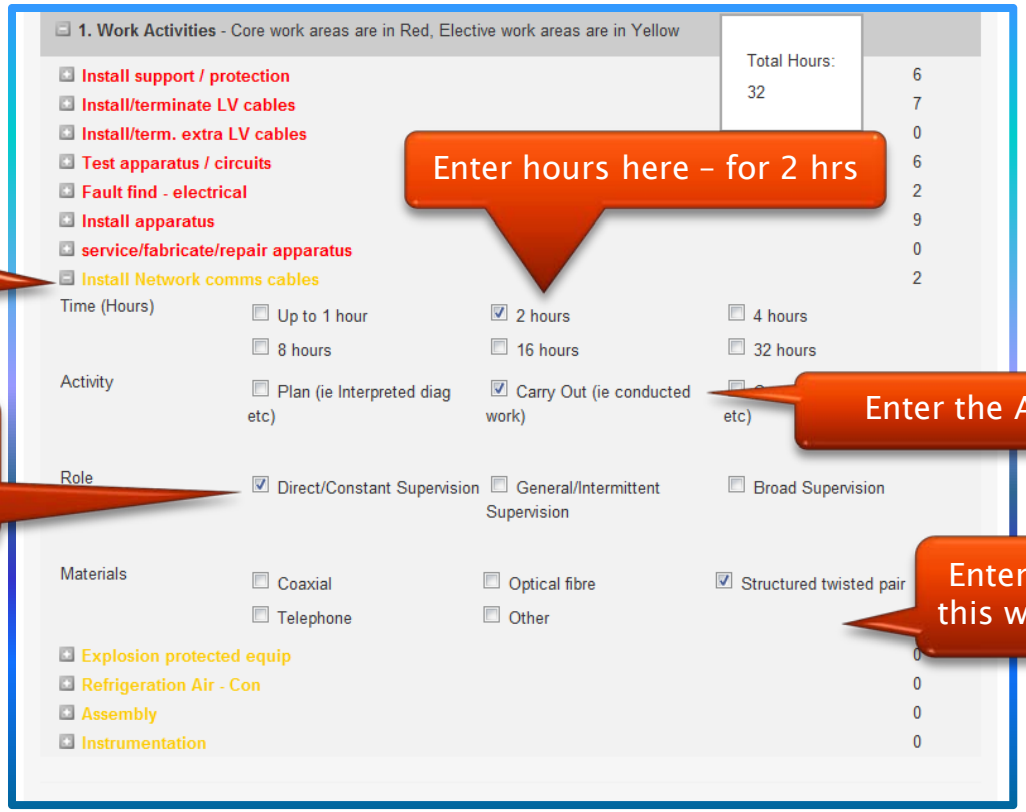
Install Network Comms Cables

- Enter the data by clicking on the fields as shown.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Install Network Comms Cables	Carried Out	Direct			2					2	structured twisted pair



Click the work activity to expand

Enter hours here – for 2 hrs

Enter the role here (supervision or support level/s)

Enter the Activity here

Enter the materials used in this work activity in this row

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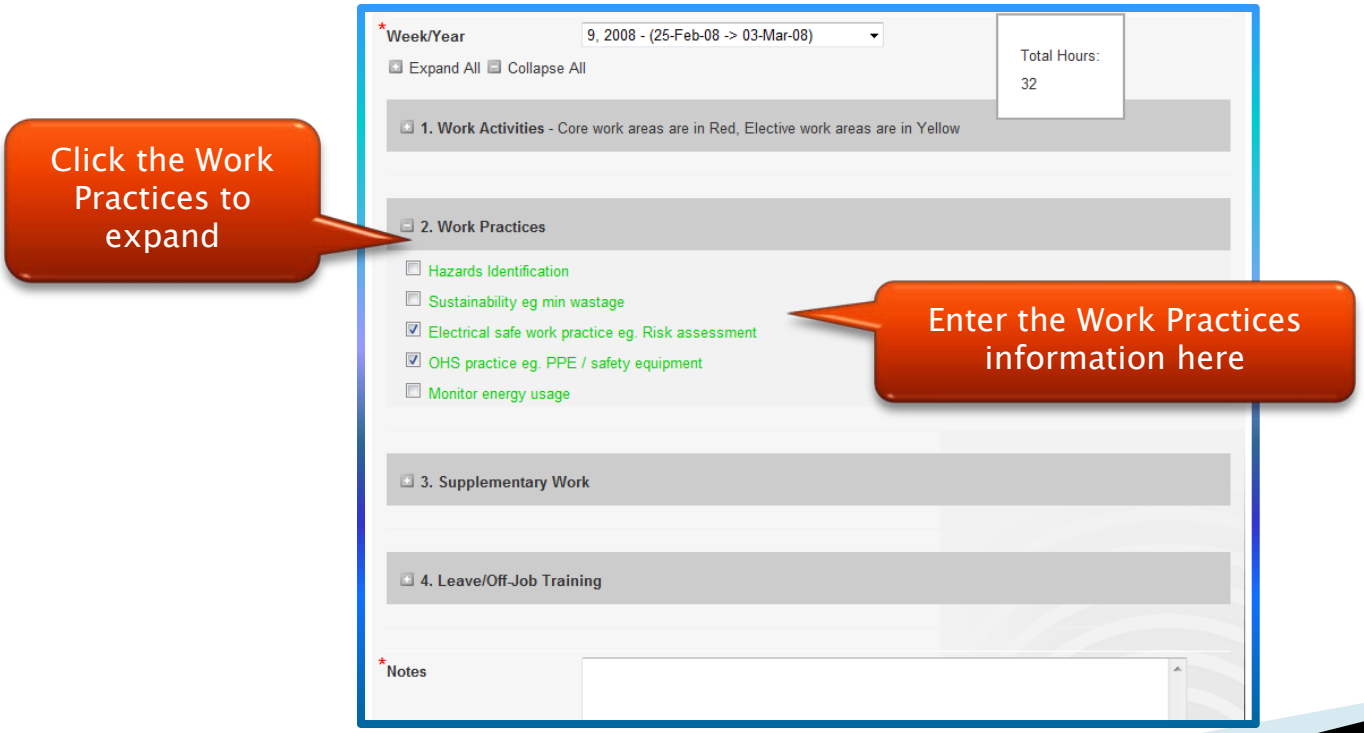
Work Practices

- Enter the data by clicking on the fields as shown.
- Note: there are no hours or materials recorded against 'Work Practices', it is a section that deals with work practices such as wearing PPE and performing risk assessments.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Off Job Training (College)							8			8	
Work Practices	Electrical safe work practice eg Risk assessment, OHS practice eg PPE/safety equipment										
Supplementary Work	Dealing with customers inc reporting										


Click the Work Practices to expand
*Week/Year
9, 2008 - (25-Feb-08 -> 03-Mar-08)
Expand All
Collapse All
Total Hours:
32
1. Work Activities - Core work areas are in Red, Elective work areas are in Yellow
2. Work Practices
Hazards Identification
Sustainability eg min wastage
Electrical safe work practice eg. Risk assessment
OHS practice eg. PPE / safety equipment
Monitor energy usage
Enter the Work Practices information here
3. Supplementary Work
4. Leave/Off-Job Training
*Notes

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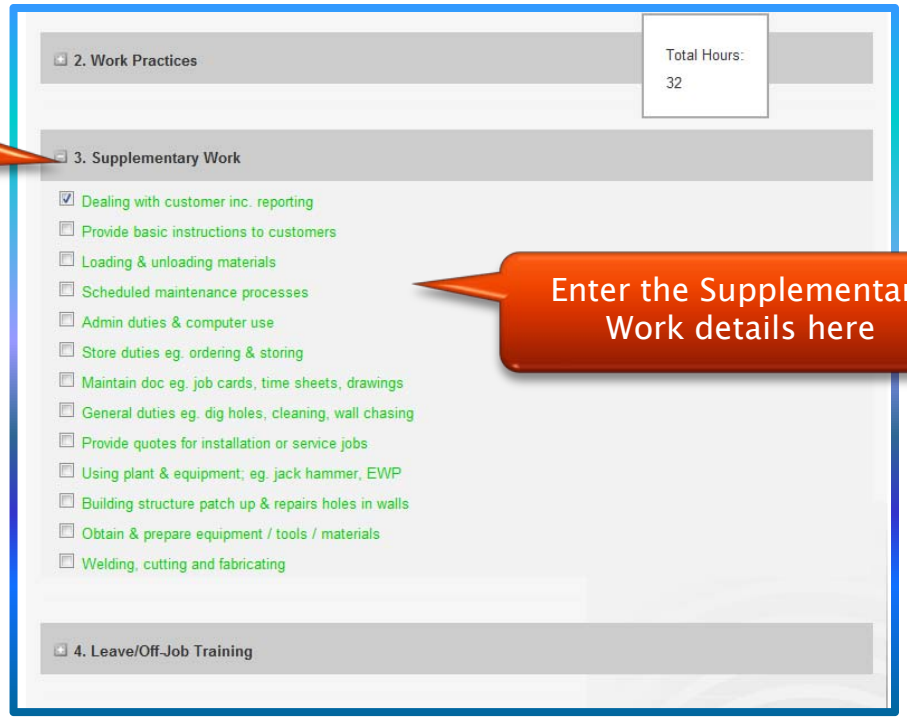
Supplementary Work

- Enter the data by clicking on the fields as shown.
- Note: there are no hours or materials recorded against the 'Supplementary Work' area, it is a section that deals with work practices such as dealing with customers and ordering stock.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Off Job Training (College)							8			8	
Work Practices	Electrical safe work practice eg Risk assessment, OHS practice eg PPE/safety equipment										
Supplementary Work	Dealing with customers inc reporting										


2. Work Practices
Total Hours:
32
3. Supplementary Work
Dealing with customer inc. reporting
Provide basic instructions to customers
Loading & unloading materials
Scheduled maintenance processes
Admin duties & computer use
Store duties eg. ordering & storing
Maintain doc eg. job cards, time sheets, drawings
General duties eg. dig holes, cleaning, wall chasing
Provide quotes for installation or service jobs
Using plant & equipment; eg. jack hammer, EWP
Building structure patch up & repairs holes in walls
Obtain & prepare equipment / tools / materials
Welding, cutting and fabricating
4. Leave/Off-Job Training

Click Supplementary Work to expand

Enter the Supplementary Work details here

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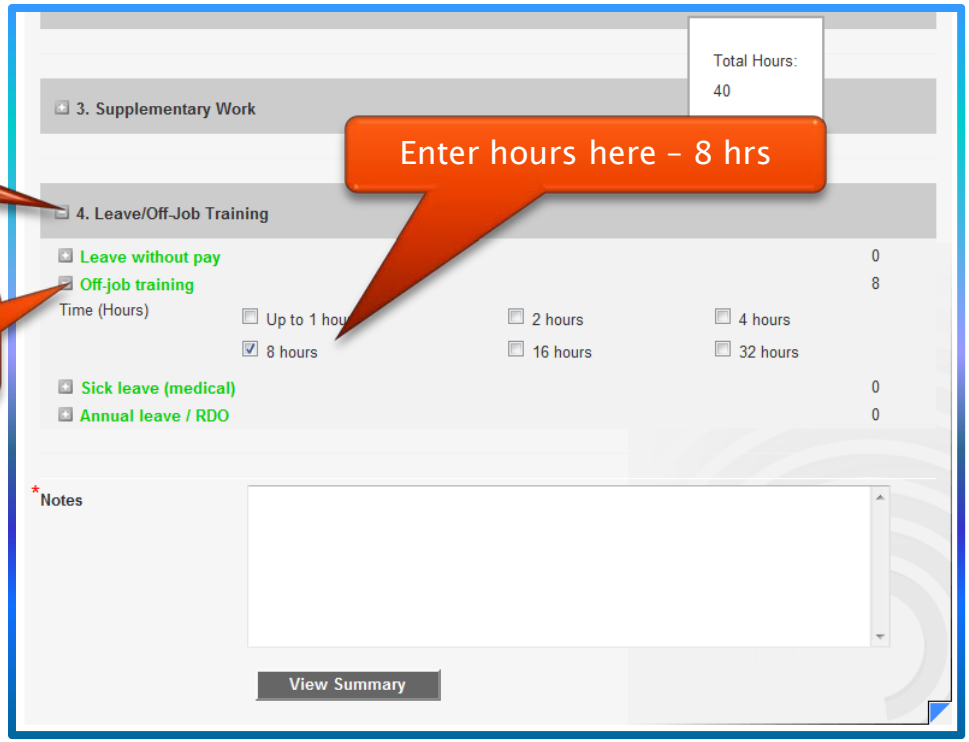
Off Job Training (College)

- Enter the data by clicking on the fields as shown.

WORK AREA	ACTIVITY	SUPER-VISION	TIME							TOTAL HOURS	EQUIPMENT/TESTS/ MATERIALS
			S	M	T	W	T	F	S		
Off Job Training (College)							8			8	
Work Practices	Electrical safe work practice eg Risk assessment, OHS practice eg PPE/safety equipment										
Supplementary Work	Dealing with customers inc reporting										



Click the Leave / Off Job Training to expand

Click the Off Job Training to expand

Enter hours here – 8 hrs

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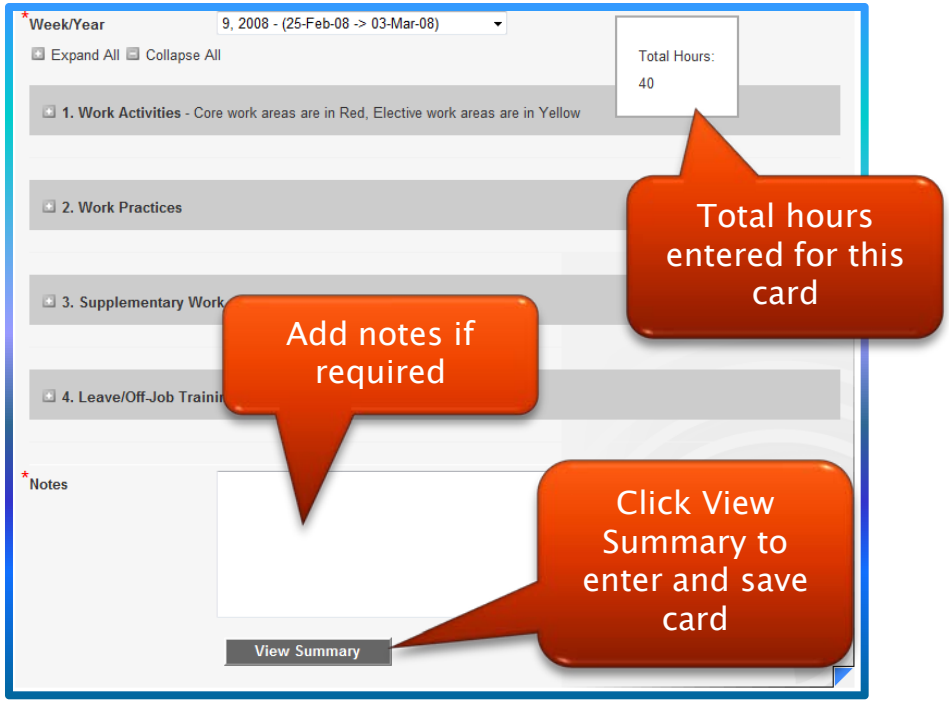
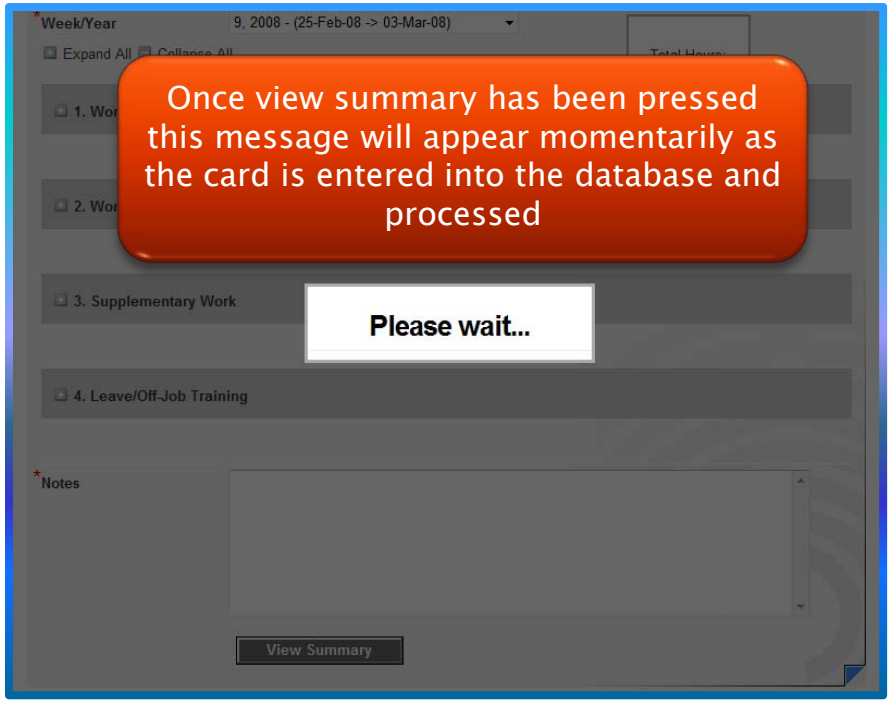
Completing the card

- At this point you can enter information in the notes field at the bottom of the page, relevant to your working week.
- Now that all of the weekly information is entered, you can view the information prior to submitting.
- To do this press the [View Summary] button at the bottom of the page.


Week/Year
9, 2008 - (25-Feb-08 -> 03-Mar-08)
Expand All
Collapse All
Total Hours:
40
1. Work Activities - Core work areas are in Red, Elective work areas are in Yellow
2. Work Practices
3. Supplementary Work
4. Leave/Off-Job Traini
Notes
View Summary
Total hours entered for this card
Add notes if required
Click View Summary to enter and save card


Week/Year
9, 2008 - (25-Feb-08 -> 03-Mar-08)
Expand All
3. Supplementary Work
4. Leave/Off-Job Training
Notes
View Summary
Once view summary has been pressed this message will appear momentarily as the card is entered into the database and processed
Please wait...

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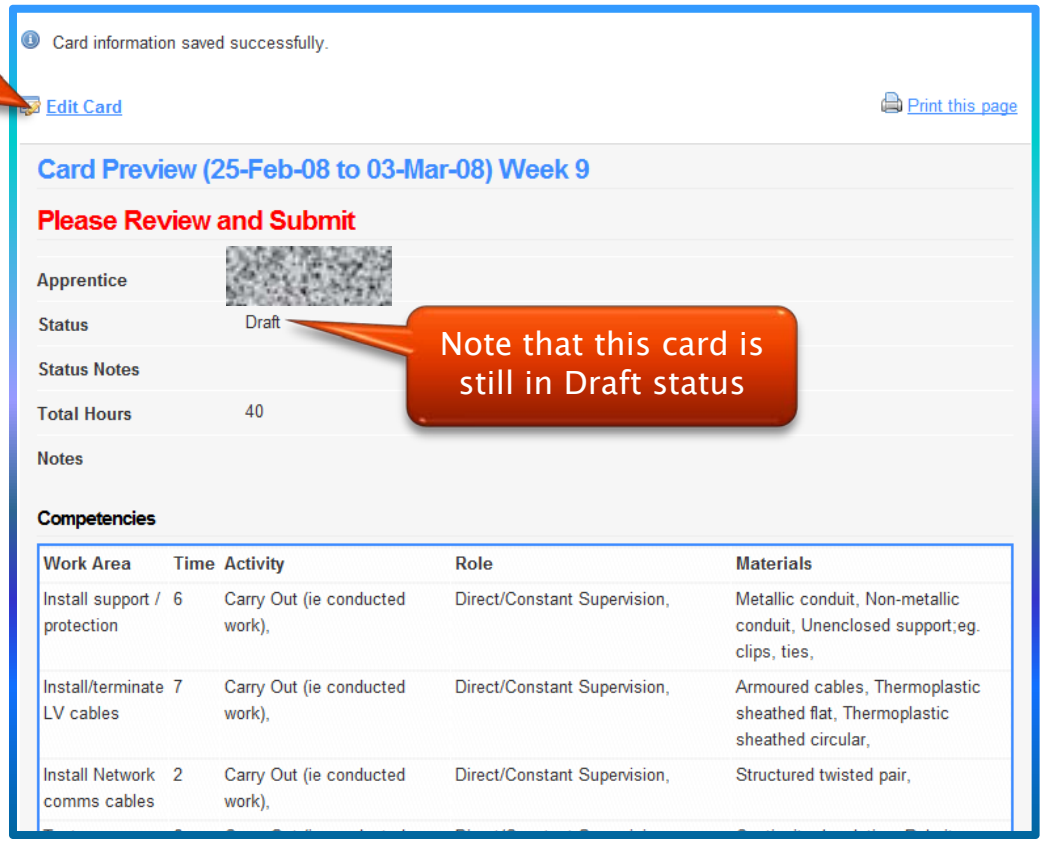
Card preview

- At this point the card has been saved as a draft and you can safely logout of the system if you wish.
- Draft cards cannot be viewed or approved by an employer but can still be edited by an apprentice.

Click here to re-edit the information on this card



Note that this card is still in Draft status

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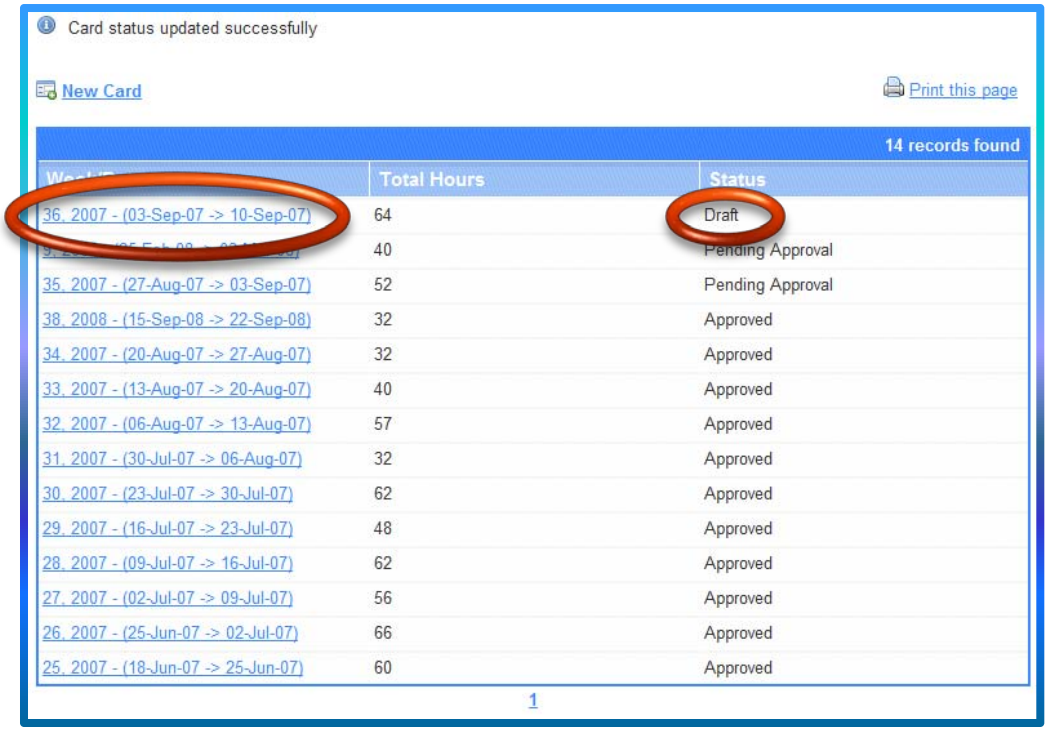
Saving data as a draft

- At any time during the entering of weekly data it is possible to place a card on hold pending input of further data.
- Once you click the [View Summary] button at the bottom of the card is saved as a draft.
- When clicking on the [cards] tab at the top of the page you will see week 36 is saved as a draft in the status field.
- When you wish to add further data simply go to the cards, select the week, click edit and continue entering data.


Card status updated successfully
New Card
Print this page
14 records found
Total Hours
Status
36. 2007 - (03-Sep-07 -> 10-Sep-07) 64 Draft
40 Pending Approval
35. 2007 - (27-Aug-07 -> 03-Sep-07) 52 Pending Approval
38. 2008 - (15-Sep-08 -> 22-Sep-08) 32 Approved
34. 2007 - (20-Aug-07 -> 27-Aug-07) 32 Approved
33. 2007 - (13-Aug-07 -> 20-Aug-07) 40 Approved
32. 2007 - (06-Aug-07 -> 13-Aug-07) 57 Approved
31. 2007 - (30-Jul-07 -> 06-Aug-07) 32 Approved
30. 2007 - (23-Jul-07 -> 30-Jul-07) 62 Approved
29. 2007 - (16-Jul-07 -> 23-Jul-07) 48 Approved
28. 2007 - (09-Jul-07 -> 16-Jul-07) 62 Approved
27. 2007 - (02-Jul-07 -> 09-Jul-07) 56 Approved
26. 2007 - (25-Jun-07 -> 02-Jul-07) 66 Approved
25. 2007 - (18-Jun-07 -> 25-Jun-07) 60 Approved
1

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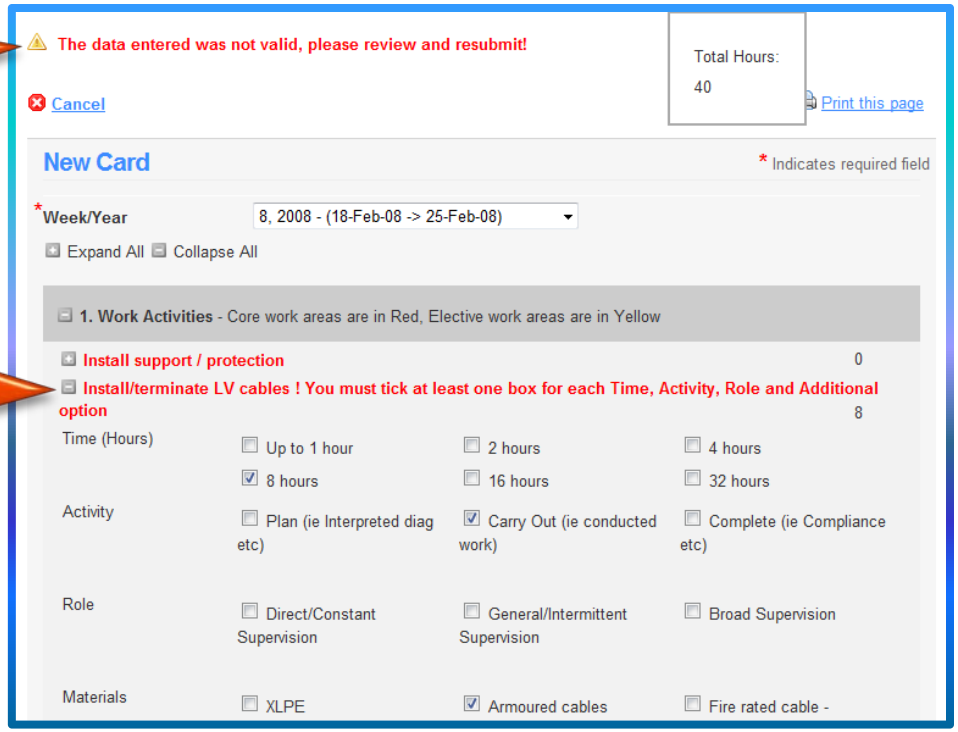
Fixing errors or updating draft cards

- If information is omitted from the page an error message will appear when you try to save the card as a draft or submit the card. The appropriate activity will be identified as needing additional data.
- Once the information required is inserted, go to the bottom of the page and again click on the [View Summary] button.
- The information is then ready for further action.

Error message

Page will open with the appropriate work area already expanded



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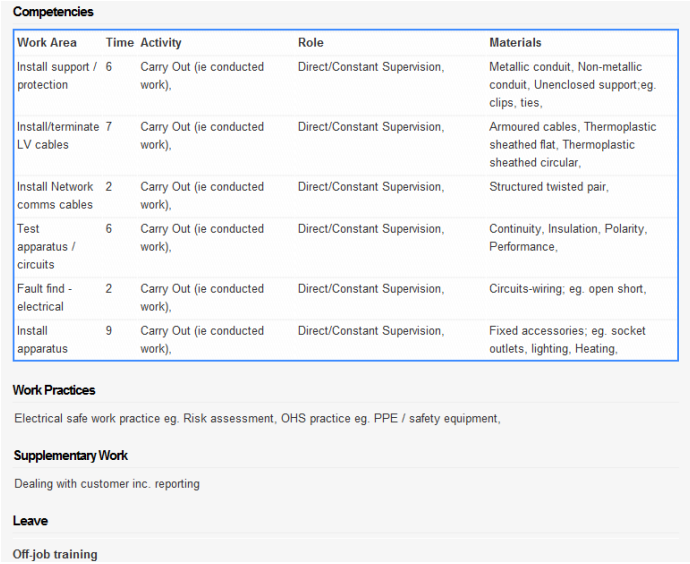
Submitting card

- Once you have reviewed the content, to submit a card press the [Submit Card] button at the bottom of the page.
- You will be prompted for confirmation as cards cannot be amended after submission.
- After submission, cards will need to be approved by your supervisor.
- Once submitted the card status changes to 'Pending Approval'.
- It will appear in your nominated supervisors online account awaiting their input.
- Cards pending approval do not appear in reports.



Competencies

Work Area	Time	Activity	Role	Materials
Install support / protection	6	Carry Out (ie conducted work),	Direct/Constant Supervision,	Metallic conduit, Non-metallic conduit, Unenclosed support;eg. clips, ties,
Install/terminate LV cables	7	Carry Out (ie conducted work),	Direct/Constant Supervision,	Armoured cables, Thermoplastic sheathed flat, Thermoplastic sheathed circular,
Install Network comms cables	2	Carry Out (ie conducted work),	Direct/Constant Supervision,	Structured twisted pair,
Test apparatus / circuits	6	Carry Out (ie conducted work),	Direct/Constant Supervision,	Continuity, Insulation, Polarity, Performance,
Fault find - electrical	2	Carry Out (ie conducted work),	Direct/Constant Supervision,	Circuits-wiring; eg. open short,
Install apparatus	9	Carry Out (ie conducted work),	Direct/Constant Supervision,	Fixed accessories; eg. socket outlets, lighting, Heating,

Work Practices

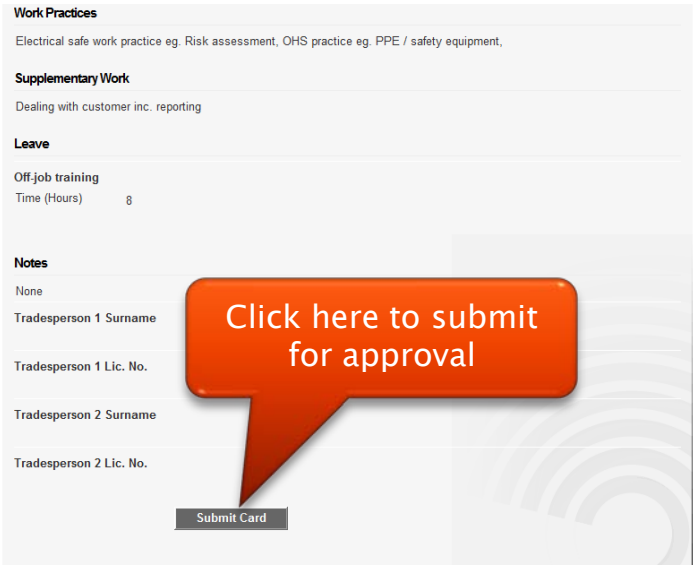
Electrical safe work practice eg. Risk assessment, OHS practice eg. PPE / safety equipment,

Supplementary Work

Dealing with customer inc. reporting

Leave

Off-job training



Work Practices

Electrical safe work practice eg. Risk assessment, OHS practice eg. PPE / safety equipment,

Supplementary Work

Dealing with customer inc. reporting

Leave

Off-job training

Time (Hours) 8

Notes

None

Tradesperson 1 Surname

Tradesperson 1 Lic. No.

Tradesperson 2 Surname

Tradesperson 2 Lic. No.

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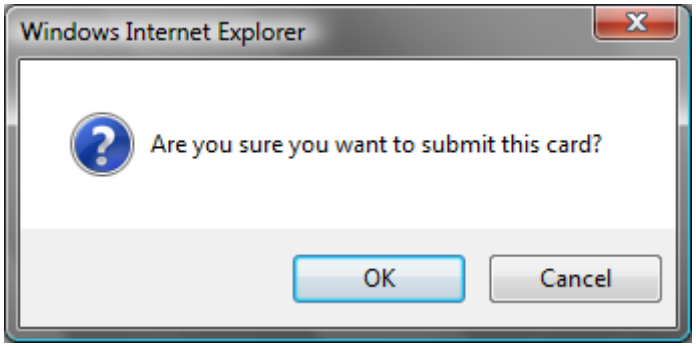
Confirmation of submit request

- Once you have requested to submit a card, a confirmation window will appear.
- This confirmation is important as once you have submitted a card for approval it can no longer be edited.
- Once submitted, cards can only be changed if your supervisor rejects your submission.



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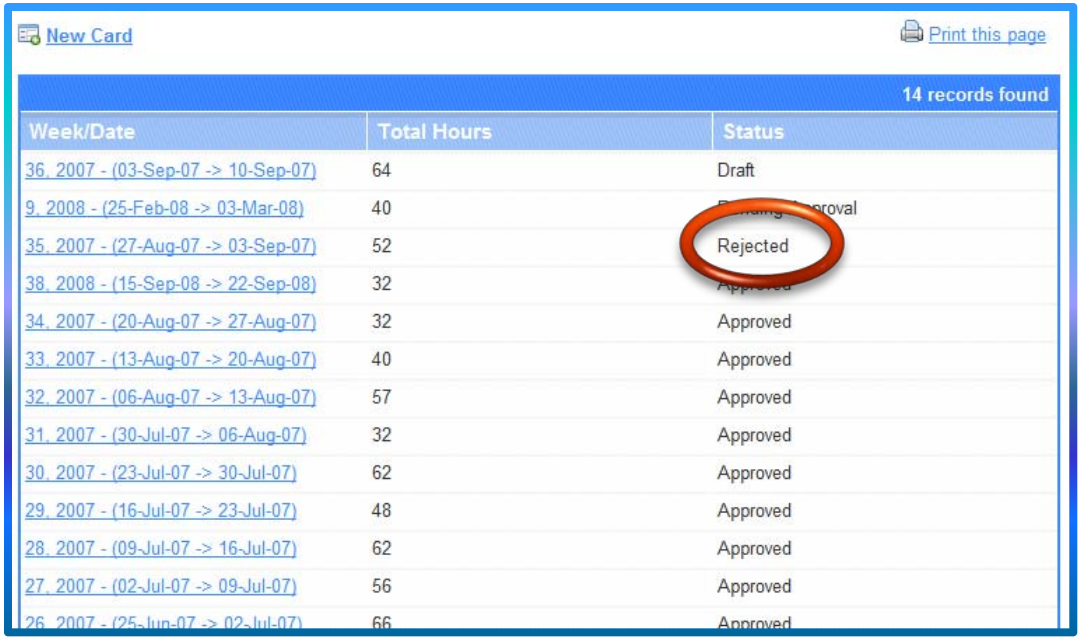
Rejected card

- Cards rejected by the licensed tradesperson/s responsible for your supervision will appear as ‘Rejected’ in the status field of the cards tab.
- In this case, the card needs to be amended and resubmitted.
- There is a facility for the tradesperson to add notes when rejecting a card to assist you in determining why the card was rejected.


New Card
Print this page
14 records found
Week/Date
Total Hours
Status
36. 2007 - (03-Sep-07 -> 10-Sep-07) 64 Draft
9. 2008 - (25-Feb-08 -> 03-Mar-08) 40
35. 2007 - (27-Aug-07 -> 03-Sep-07) 52 Rejected
38. 2008 - (15-Sep-08 -> 22-Sep-08) 32
34. 2007 - (20-Aug-07 -> 27-Aug-07) 32 Approved
33. 2007 - (13-Aug-07 -> 20-Aug-07) 40 Approved
32. 2007 - (06-Aug-07 -> 13-Aug-07) 57 Approved
31. 2007 - (30-Jul-07 -> 06-Aug-07) 32 Approved
30. 2007 - (23-Jul-07 -> 30-Jul-07) 62 Approved
29. 2007 - (16-Jul-07 -> 23-Jul-07) 48 Approved
28. 2007 - (09-Jul-07 -> 16-Jul-07) 62 Approved
27. 2007 - (02-Jul-07 -> 09-Jul-07) 56 Approved

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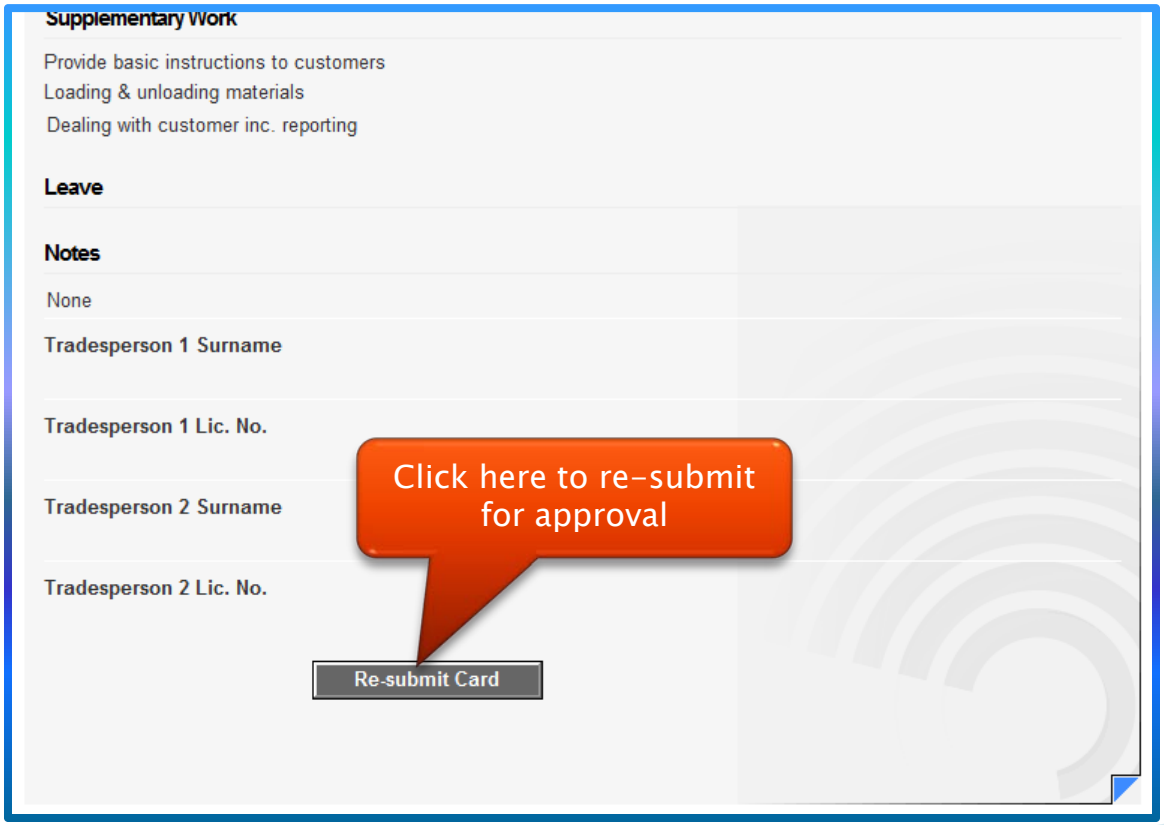
Re-submitting a rejected card

- Once amended go to the bottom of the page and click on the [Re-submit Card] button.
- This card will now appear under the cards tab as ‘pending approval’.



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Card Status

- Exploring the various states a card can have.

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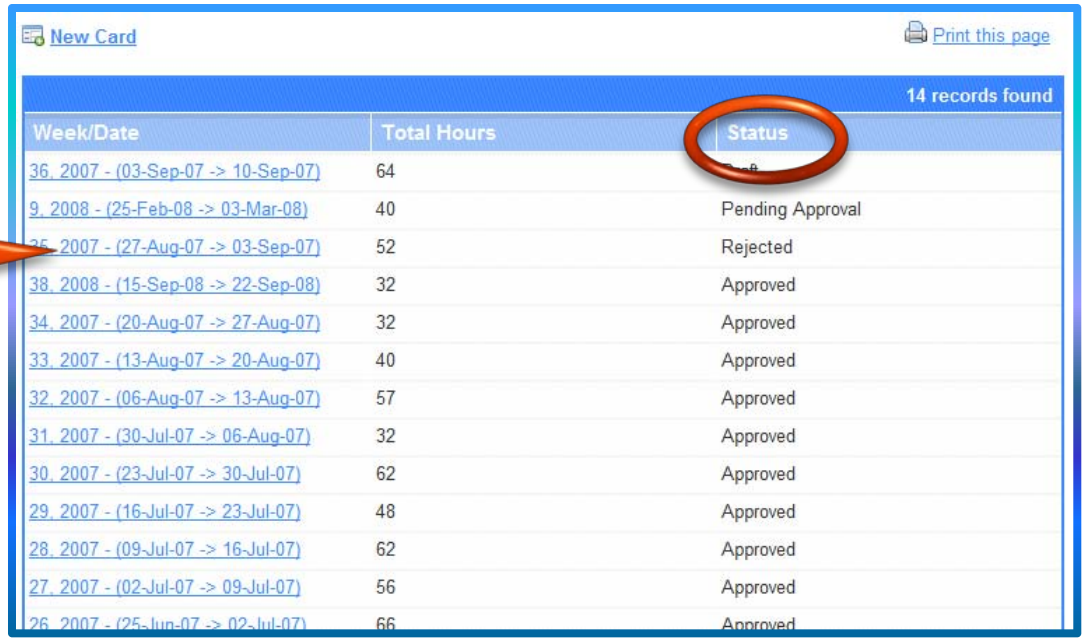
Cards tab

- The status of each card is indicated in the right hand column when you click on the ‘Cards’ tab at the top of your page.
- To view or edit weekly cards, click on the week you are wanting to look at in the ‘Week/Date’ tab in the left hand column.

Click the week date to view / edit a card


New Card
Print this page
14 records found
Week/Date
Total Hours
Status
36. 2007 - (03-Sep-07 -> 10-Sep-07) 64
9. 2008 - (25-Feb-08 -> 03-Mar-08) 40 Pending Approval
35. 2007 - (27-Aug-07 -> 03-Sep-07) 52 Rejected
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28. 2007 - (09-Jul-07 -> 16-Jul-07) 62 Approved
27. 2007 - (02-Jul-07 -> 09-Jul-07) 56 Approved
26. 2007 - (25-Jun-07 -> 02-Jul-07) 66 Approved

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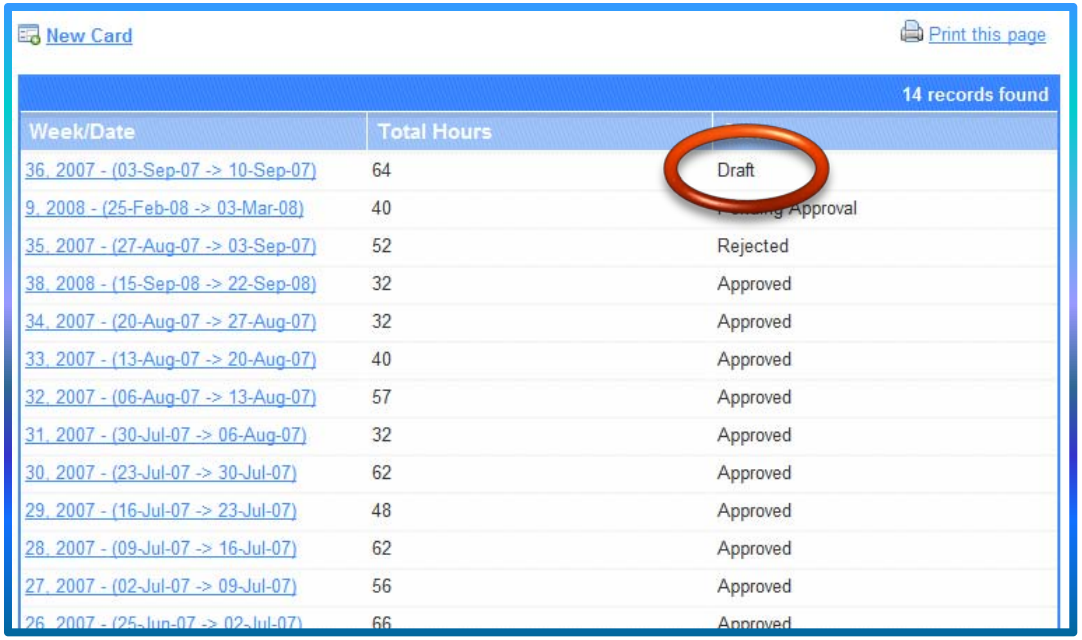
Draft cards

- If the status of a card is in draft, an apprentice is able to edit the details of that card.
- You can log on at any time and continue to add information to the card for that week ensuring that the [view summary] button is pressed each time to save the current progress.
- This allows you to enter data into the weekly card on a daily basis.


New Card
Print this page
14 records found
Week/Date
Total Hours
36. 2007 - (03-Sep-07 -> 10-Sep-07) 64 Draft
9. 2008 - (25-Feb-08 -> 03-Mar-08) 40 Approval
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28. 2007 - (09-Jul-07 -> 16-Jul-07) 62 Approved
27. 2007 - (02-Jul-07 -> 09-Jul-07) 56 Approved
26. 2007 - (25-Jun-07 -> 02-Jul-07) 66 Approved

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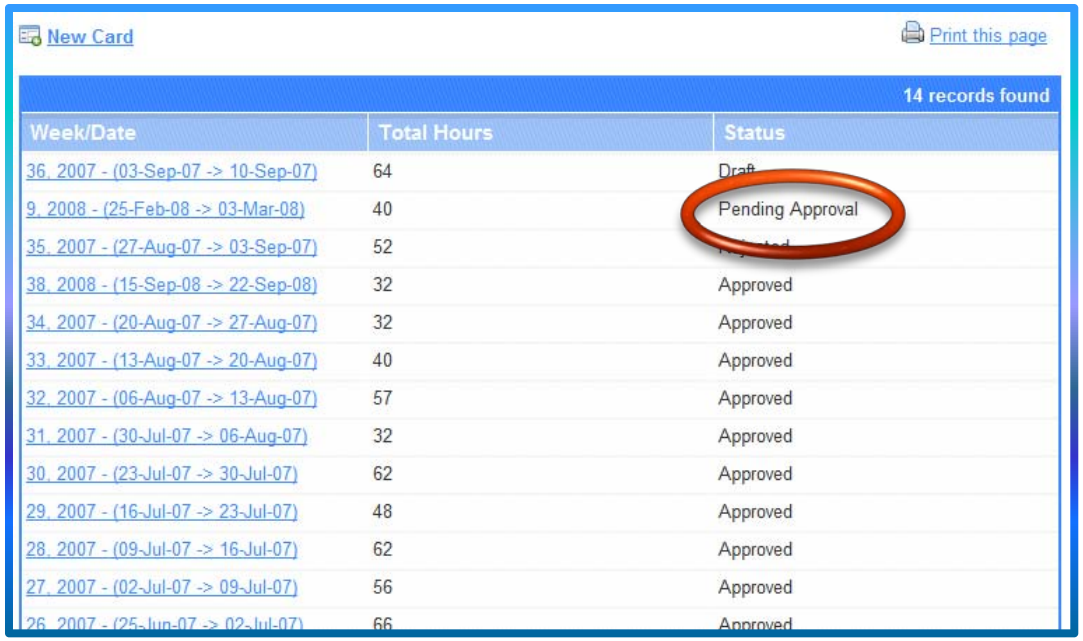
Pending approval

- Once a card has been submitted via the [submit card], button the card's status will be changed from 'Draft' to 'Pending Approval'.
- The card will remain as 'Pending Approval' until your work supervisor checks the card and verifies that the information is correct and 'approves' it.
- When a card is 'Pending Approval' the card is locked from editing by the apprentice.
- The supervisor can either approve or reject a card in 'Pending Approval' status.


New Card
Print this page
14 records found
Week/Date
Total Hours
Status
36. 2007 - (03-Sep-07 -> 10-Sep-07) 64 Draft
9. 2008 - (25-Feb-08 -> 03-Mar-08) 40 Pending Approval
35. 2007 - (27-Aug-07 -> 03-Sep-07) 52
38. 2008 - (15-Sep-08 -> 22-Sep-08) 32 Approved
34. 2007 - (20-Aug-07 -> 27-Aug-07) 32 Approved
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27. 2007 - (02-Jul-07 -> 09-Jul-07) 56 Approved
26. 2007 - (25-Jun-07 -> 02-Jul-07) 66 Approved

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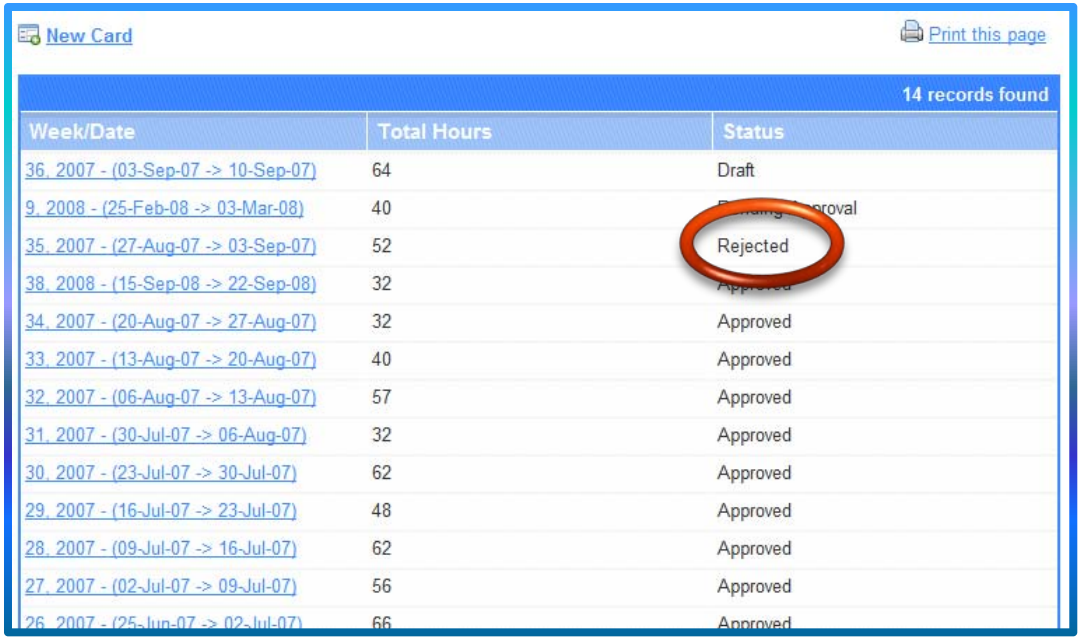
Rejected cards

- If the work supervisor has reviewed a card and found the information to be incorrect or incomplete, they have the ability to ‘reject’ the card.
- Rejected cards will appear on the ‘Cards’ tab as having a ‘Rejected’ status.
- Rejected cards can then be edited by the apprentice the same way as a draft card.
- The supervisor can add notes to the rejected card to assist the apprentice in correctly completing the card for re-submission.
- Once the card has been amended, it has to be re-submitted for approval once again.


New Card
Print this page
14 records found
Week/Date
Total Hours
Status
36. 2007 - (03-Sep-07 -> 10-Sep-07) 64 Draft
9. 2008 - (25-Feb-08 -> 03-Mar-08) 40
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27. 2007 - (02-Jul-07 -> 09-Jul-07) 56 Approved
26. 2007 - (25-Jun-07 -> 02-Jul-07) 66

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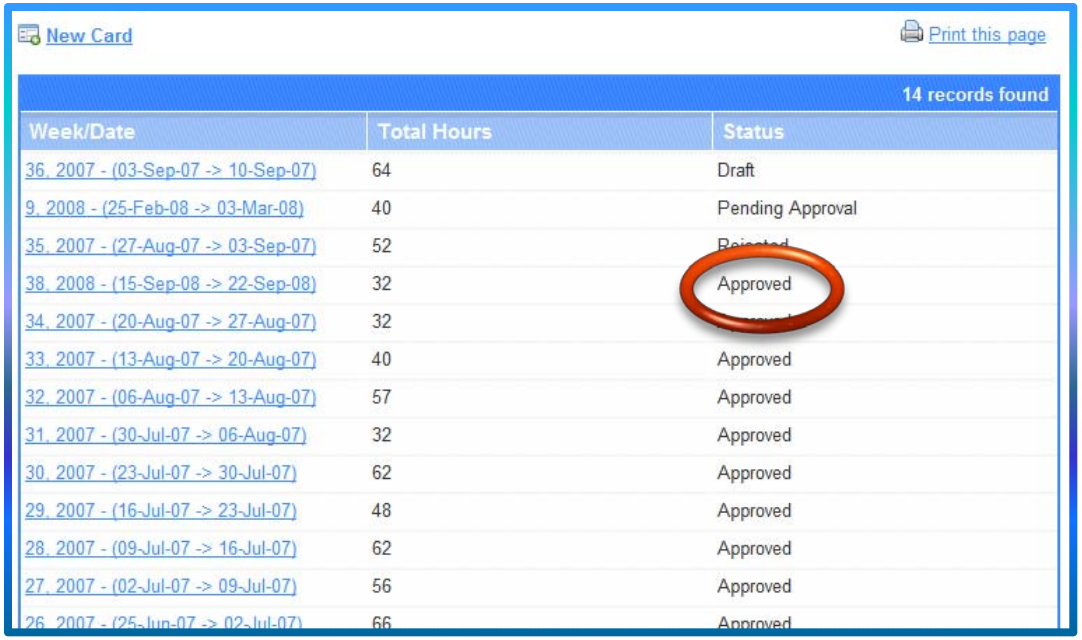
Approved

- Once a supervisor has reviewed a card and agrees with the information presented they can choose to ‘approve’ the card.
- Approved cards will be displayed on the ‘Cards’ tab with the status of ‘Approved’.
- Approved cards cannot be edited further by anyone as they represent true and accurate data input by the apprentice and approved by the work supervisor.
- To make amendments to an ‘approved’ card, a formal request must be submitted to eProfiling signed by all parties to the training contract.
- Approved cards only are used to generate reports regarding the apprentice’s progression in the workplace for their competency development.


New Card
Print this page
14 records found
Week/Date
Total Hours
Status
36. 2007 - (03-Sep-07 -> 10-Sep-07) 64 Draft
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27. 2007 - (02-Jul-07 -> 09-Jul-07) 56 Approved
26. 2007 - (25-Jun-07 -> 02-Jul-07) 66 Approved

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What does the entered data do?

- Reporting

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Approved cards

- Now that your weekly cards are entered and approved, you and your workplace supervisor have successfully completed your weekly eLogBook responsibilities.
- Your Training Provider (TAFE College or Industry Skills Centre) will monitor your progression against national advisory targets.
- You and your employer should also monitor your progress against these targets to ensure that you get the appropriate exposure to the various work areas that make up an Electrotechnology qualification.
- The data contained in the reports is used by your training provider as a form of workplace evidence in the assessment process for the competencies in your training plan.
- You should be in continual contact with your employer and Training Provider to ensure you are progressing adequately through the requirements of your apprenticeship.

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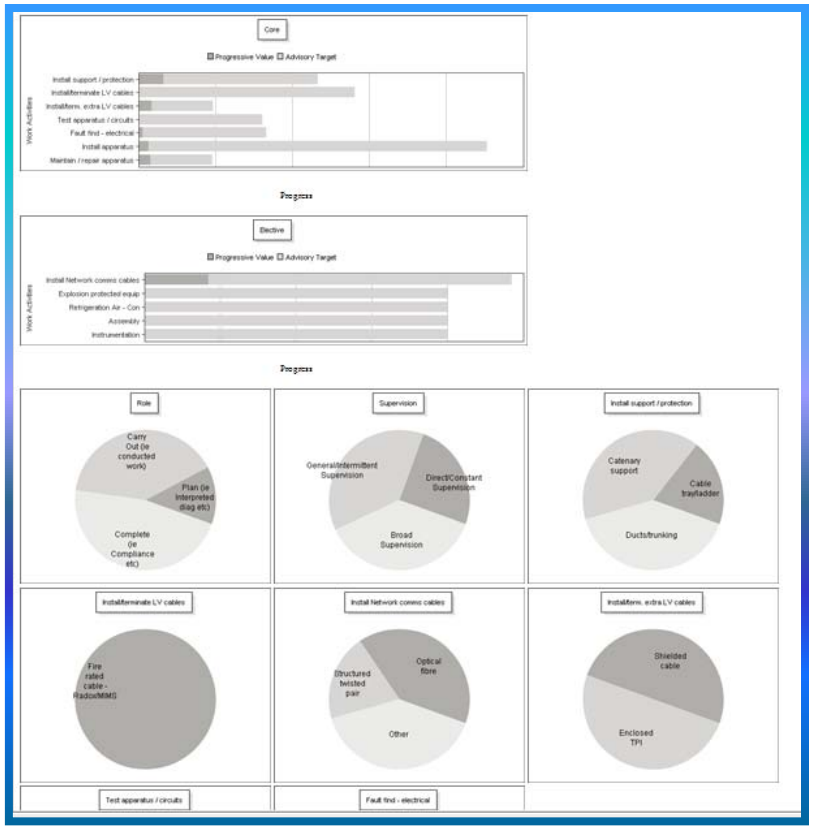
Reports

- Reports which contain information similar to that shown below can be obtained from your Training provider or employer. The graphs indicate your progression towards your advisory targets.



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Conclusion

- In summary...

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In Summary

- As an Apprentice it is mandatory you keep a record of your weekly on the job information as part of your apprenticeship.
- You will need to register the information in eLogBook.
- You will need to access the website weekly and submit a summary of your work performed during the week.
- Your supervisor will access eLogBook on a regular basis to verify your data.
- The Training Provider (TAFE College or Industry Skills Centre) will contact you and your employer regularly using the information recorded in eLogBook and advise you and your employer on how you are progressing through your apprenticeship.

Further Assistance:

- If you require any further assistance please contact your Training Provider or alternatively the eProfiling helpdesk on:
  - phone: 1300 477 808
  - email: enquiries@eprofiling.com.au

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